



STANTONBURY
PARISH
COUNCIL

RECRUITMENT POLICY & PROCEDURE

Version 4

Signed: **G Davison**
Chairman- Stantonbury Parish Council

Main Meeting Adoption Date: **20.03.19**

Version Control

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|----|--|----------|
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Purpose

Stantonbury Parish Council recognises that its staff are fundamental to its success. The council therefore needs to be able to attract and retain staff of the highest calibre and a strategic, professional approach to recruitment is essential to do this.

The purpose of this policy is to provide a sound framework for the recruitment and selection of staff based upon the principles outlined below, which also meet the requirements of the Parish Councils Equal Opportunities policy and all other relevant employment legislation.

Scope

This policy and procedure covers all activities that form part of the recruitment and selection process. It is applicable to all staff recruitment. In order for the policy and the procedure to be effective it is essential that any employee or councillor who is involved in any aspect of the recruitment and / or selection of staff is aware of this document and follows it. Ultimately it is the responsibility of the chairman of the HR committee to ensure that this is the case.

Core Principles

- The Parish Council has a principle of open competition in its approach to recruitment.
- The Parish Council will seek to recruit the best candidate for the job based on merit. The recruitment and selection process should ensure the identification of the person best suited to the job and the Parish Council.
- The Parish Council wishes to encourage the recruitment of staff with disabilities and will make reasonable adjustments to all stages of the recruitment process and as required in order for a successful candidate with a disability to undertake the post.
- The Parish Council will ensure that the recruitment and selection of staff is conducted in a professional, timely and responsive manner and in compliance with current employment legislation.
- Recruitment and selection are a key public relations exercise and should enhance the reputation of the Parish Council. The Parish Council will treat all candidates fairly, equitably and efficiently, with respect and courtesy, aiming to ensure that the candidate experience is positive, irrespective of the outcome.
- The Parish Council will promote best practice in recruitment and selection. It will continuously develop its recruitment and selection practices to allow new ideas and approaches to be incorporated.
- The Parish Council will ensure that its recruitment and selection process is cost effective.
- If a member of staff or a councillor involved in the recruitment process has a close personal or familial relationship with an applicant they must declare this as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process.

- All documents relating to applicants will be treated confidentially and in accordance with the General Data Protection Regulations (GDPR). Applicants will have the right to access any documentation held on them in accordance with the General Data Protection Regulations.

Recruitment & Selection Procedure

There are a number of key stages in recruiting and selecting for a post. This procedure outlines the key stages.

Preparation Stage

- The recruitment and selection process must not commence until a full evaluation of the need for the role against strategic plans and budget has been completed by the HR committee.
- All new or changed posts must be formally role reviewed and pay graded according to the NJC SCP system and the band for that role by the HR committee before they are advertised in order to help ensure equal pay for work of equal value.
- Formal authorisation to recruit to a post must be sought from a full council meeting before commencing the recruitment process.
- Recruitment should for an integral part of the staffing strategy and should take account of the need for any 'positive action' initiatives in the process. 'Positive Action' is lawful under the Equality Act 2010 and refers to the steps that an employer can take to encourage applicants from people who share a protected characteristic (e.g. a certain gender or race).

Job Description & Person Specification

- A job description and person specification (Appendix A) must be produced or updated for any vacant post that is to be filled, this will be done by the HR committee.
- The job description should accurately reflect the elements of the post.
- The person specification should state both the essential and desirable criteria in terms of skills, aptitudes, knowledge and experience for the job, all of which should be directly related to the job and applied equally to all applicants. Care should be taken when writing the person specification to ensure that criteria used do not indirectly discriminate against certain groups of applicants.

Advertising

The HR committee will agree the content of the job advertisement.

All advertisements will contain the following as a minimum;

Stantonbury Parish Council is seeking a
(Position)
This position is Full/Part time (state number of hrs per week) or Temporary
Salary £
For further information contact.....
Closing date for applications.....

- As a minimum all positions must be advertised;
 1. In all Stantonbury Parish Council buildings,
 2. On all Stantonbury Parish Council notice boards,
 3. On Stantonbury Parish Council's website,
 4. Using the Job Centre service.

- In addition, positions also may be advertised;
 1. In local press
 2. On Stantonbury Parish Council's social media platforms.
 3. In Stantonbury Parish Council parish magazine.
 4. Ex-armed forces magazine.

All persons expressing an interest in an advertised job must be sent the full job description along with an application form (Appendix B). All completed application forms must be passed to the Chairman of the HR committee for HR committee shortlisting.

Selection of Candidates

Shortlisting

Shortlisting of candidates will be carried out by the HR committee.
(members of the HR committee should remove themselves from the process and be replaced by another councillor if they have any connection to of any of the applicants i.e. family/friend etc.).

- Notes of the shortlisting decisions for each candidate should be recorded by each member of the HR committee. The notes are to be retained for 6 months.
- Candidates not shortlisted will be written to (Appendix C).
- Shortlisted candidates should be provided with details of selection process, including any tests, in writing (Appendix D) giving as much prior notice as possible and a minimum of 5 working days before the interview. In accordance with the Equality Act 2010, they should

also be asked to advise if there are any particular arrangements or reasonable adjustments that could be made so that they can participate fully in the selection process.

- All candidates (internal and external) should be assessed objectively against the selection criteria set out in the Person Specification, and only candidates who meet all the essential criteria should be short-listed. Assumptions about the qualities of internal candidates should not be made.

Selection & Interview

- Interviews will be carried out by a minimum of a 3-person panel. This panel will normally be formed of 2 councillors (1 councillor from both the HR and Management committee) and 1 member of staff. The member of the HR committee will be the Chair of the interview panel.
- Selection is a two-way process: candidates are assessing the role and the parish council. Those involved in recruitment should consider how best to convey a positive image.
- Interview questions and the structure of the interview should be consistently applied to all candidates and should be based on the person specification.
- Notes recording the salient points of the interview must be taken by all interviewers, so that they can refer back to these when assessing candidates against the person specification when making recommendations. Notes of the interview and any other notes on the candidate taken during the recruitment and selection process must be retained by the HR committee for a minimum of 6 months following the selection process.
- In the event that a candidate requests feedback about their performance in the selection process this must be arranged by the Chair of the interview panel, although he or she may delegate this to another member of the panel where appropriate.
- Unsuccessful interview candidates must be dealt with courteously and sensitively and will receive written notification of the selection process (Appendix F).

Referees

- Information sought from referees should be structured around the requirements of the job. It should be noted that many organisations have a policy of not providing personal references and therefore references provided may only confirm details of current appointment.
- References should be obtained where possible from the candidates current or past employer as well as 2 personal references. Referees should not be contacted without the candidate's consent and the information provided must be treated as confidential by the interview panel.
- In certain circumstances a school reference is acceptable.

Making the appointment.

- The interview panel will score all candidates against the person specification.
- The person who best meets the requirements of the person specification will be the interview panels recommended person for appointment.

- The interview panel has no power to make a job offer.
- The Chairman of the interview panel will inform the next full parish council meeting who the recommended person for the job is. A vote of the full parish council will then be carried out to confirm/reject the recommended person for the position.
- Once a decision has been made by the full parish council a written offer of employment (Appendix E) will be sent. This will contain a letter of offer and 2 copies of the employment contract.
- Offers of employment are subject to satisfactory references, checks of qualifications, asylum and immigration checks and disclosure and barring service (DBS) checks (Appendix G)
- On receipt of acceptance of offer, the Chairman of the HR committee will write to all unsuccessful candidates (Appendix F).

Induction

Induction is the final stage of the recruitment process, once the successful candidate has accepted the offer of employment and a start date has been agreed the line manager is responsible for preparing a comprehensive induction programme (Appendix H) for the new employee.

Appendix A

Template of person specification

job title:

| Criteria | Essential | Desirable |
|--|------------------|------------------|
| Qualifications | | |
| Skills/competencies | | |
| Knowledge | | |
| Previous experience | | |
| Experience Required | | |
| Special attributes (for example, a track record of writing financial reports, legal knowledge) | | |
| Personal qualities (for example, self-motivation) | | |

Appendix B
Stantonbury Parish Council
Application form

| | |
|-------------------------------|--|
| Application for employment as | |
| Name | |
| Address | |
| Postcode | |
| Home phone number | |
| Mobile phone number | |
| Email address | |

Education and Training

| |
|---------------------------|
| Details of where and when |
|---------------------------|

Qualifications

| |
|--------------------------|
| Details of what and when |
|--------------------------|

Employment History

(complete these sections for all your employers in the last 5 years)

| | |
|---------------------------------|--------------|
| Present/previous employers name | |
| Address | |
| Postcode | |
| Job title | |
| Salary | £ |
| Date employed | From: To: |

Your duties with this employer

| |
|--|
| |
|--|

Reason for leaving

| |
|--|
| |
|--|

** No approach will be made to your present employer for a reference before an offer of employment is made to you.*

| | |
|---------------------------------|--------------|
| Present/previous employers name | |
| Address | |
| Postcode | |
| Job title | |
| Salary | £ |
| Date employed | From: To: |

Your duties with this employer

| |
|--|
| |
|--|

Reason for leaving

| |
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|--|

Please tell us of any skills or experience you have acquired that can support this application whether within the working environment or outside

Please tell us why you applied for this job and why you think you are the best person for the job.

References

Please give the names and addresses of two persons as referees - other than your present employer or relatives - who we can approach now for references.

| | |
|------------------|--|
| Name | |
| Address | |
| Postcode | |
| Telephone Number | |
| Email Address | |

| | |
|------------------|--|
| Name | |
| Address | |
| Postcode | |
| Telephone Number | |
| Email Address | |

Please tell us if there are any 'reasonable adjustments' we can make to assist you in your application or with our recruitment process

| |
|--|
| |
|--|

Please tell us if there are any dates when you will not be available for interview

| |
|--|
| |
|--|

When can you start work for us?

| |
|--|
| |
|--|

Do you need a work permit to work in the UK?

| | | | |
|-----|--|----|--|
| Yes | | No | |
|-----|--|----|--|

I have included a copy of my Curriculum Vitae (CV)

| | | | |
|-----|--|----|--|
| Yes | | No | |
|-----|--|----|--|

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing false information would result in my dismissal.

Name:

Signature:

Date:

Appendix C

[Insert unsuccessful candidate's full name]
[Insert unsuccessful candidate's address]

[Insert date of letter]

Dear **[Insert unsuccessful candidate's first name]**,

Thank you for your recent application for the position of **[Position title]**.

We have given careful consideration to your application against the criteria we have specified for this position. I regret to inform you that on this occasion you have not been short-listed for an interview.

Should you wish to speak to someone regarding your application please contact me on 01908 227201.

Thank you for your interest in working at Stantonbury Parish Council. We wish you every success in your future career.

Yours sincerely,

[Insert the letter writer's name]
[Insert the letter writer's job title]

Appendix D

[Insert successful candidate's full name]

[Insert successful candidate's address]

[Insert date of letter]

Dear **[Insert successful candidate's first name]**,

Thank you for your application for the position of **[insert position]**.

We would like to invite you to attend an interview:

At Stantonbury Parish Office, 126 Kingsfold, Bradville, Milton Keynes, MK13 7DX

On **[date]**

At **[time]**

The interview will be with **[names and titles of interviewers]**. Upon arrival at reception please ask for **[name of chair of interview panel]**.

We will not contact your current employer unless you are successful at interview.

Please contact **[name of contact]** on 01908 227201 to confirm your attendance at the interview. If you require any special arrangements to assist you at the interview, please let **[name of contact]** know.

We look forward to meeting you.

Yours sincerely,

[Insert the letter writer's name]

[Insert the letter writer's job title]

Appendix E

[Insert successful candidate's full name]

[Insert successful candidate's address]

[Insert date of letter]

Dear **[Insert successful candidate's first name]**,

Following your recent interview, I am writing to offer you the post of **[Insert title of job]** at the salary of **[Insert amount]** per year, starting on **[Insert start date]**.

Full details of the post's terms and conditions of employment are in your attached Contract of Employment.

This job offer is made subject to satisfactory results from necessary pre-employment checks. There will also be a probationary period of six months which will have to be completed satisfactorily.

This is a **(permanent/ fixed-term/ temporary post/ temporary post to cover for maternity leave)**.

On starting, you will report to **[Insert manager's name]**.

If you have any queries on the contents of this letter, the attached Contract of Employment or the pre-employment checks, please do not hesitate to contact me on **[Insert the letter writer's telephone number]** or **[Insert the letter writer's email address]**.

To accept this offer, please sign and date the attached copy of this letter and both copies of the Contract of Employment in the spaces indicated, send one copy of the Contract of Employment and also this letter back in the stamped and addressed envelope provided.

We are delighted to offer you this opportunity and look forward to you joining Stantonbury Parish Council and working with you.

This letter is part of your contract of employment.

Yours sincerely,

[Insert the letter writer's name]

[Insert the letter writer's job title]

I am very pleased to accept the job offer on the terms and conditions detailed in this letter and the Contract of Employment.

Signed
[Successful candidate to write their signature]

Name
[Successful candidate to print their full name in capital letters]

Appendix F

[Insert unsuccessful candidate's full name]
[Insert unsuccessful candidate's address]

[Insert date of letter]

Dear **[Insert unsuccessful candidate's first name]**

Thank you for attending the recent interview on **[date of interview]** for the position of **[position]**.

We very much enjoyed meeting you to discuss the role. We have now had the opportunity to consider all of the candidates against the criteria we have specified for the job. The decision has been a difficult one, as the overall standard of candidates was high. After careful consideration we regret to inform you that on this occasion we have decided not to progress your application any further.

If you would like feedback from the interview, please don't hesitate to contact me on the number above.

Thank you for your interest in Stantonbury Parish Council. We wish you every success in your future career.

Yours sincerely,

[Insert the letter writer's name]
[Insert the letter writer's job title]

Appendix G

Pre -employment checklist

| |
|---|
| Name of prospective employee: |
| Their planned start date/ actual start date (delete as appropriate): |

| Checks framed by law | Check done by | Date | Notes |
|---|---------------|------|-------|
| Identity. For example, ask to see: <ul style="list-style-type: none"> · original copies of their passport, birth certificate or driving licence · a bank statement or utility bill to confirm their name and where they live · a Certificate of Registration, or a Biometric Residence Permit, and/or immigration documents where relevant | | | |
| Right to work in UK | | | |
| Criminal record checks - the main ones are now called a Disclosure and Barring Service (DBS) check A DBS | | | |

| | | | |
|---|----------------------|-------------|--------------|
| <p>Health – very limited checks/ questions</p> <p>When a job has been offered, only to:</p> <ul style="list-style-type: none"> · abide by law – for example, an eyesight test for a driver, or · meet a requirement of the job because insurer insists on it <p>Before offering a job, only to:</p> <ul style="list-style-type: none"> · determine whether an applicant can carry out a function essential to the role · take ‘positive action’ to assist disabled people · monitor, without revealing the candidate’s identity, whether they are disabled | | | |
| Checks required for insurance purposes | Check done by | Date | Notes |
| References | | | |
| Optional checks | Check done by | Date | Notes |
| Qualifications | | | |

Appendix H

| | |
|--------------------------|---|
| Name of employee: | Job title: |
| Start date: | Date induction completed: (with signature of new starter) |

| First day | Carried out by | Date | Notes |
|--|----------------|------|-------|
| Welcomed by | | | |
| Show new employee where they will be working | | | |
| Introduce them to their line manager, colleagues | | | |
| Show new employee rest of organisation including facilities | | | |
| Deal with any key matters such as their P45, National Insurance number and ID card | | | |

| | | | |
|--|-----------------------|-------------|--------------|
| Outline health & safety | | | |
| Issue employee handbook | | | |
| First week | Carried out by | Date | Notes |
| <i>Introduction to the company</i> | | | |
| Who's who, how it works and what it produces | | | |
| Future plans and developments | | | |
| Brief history | | | |
| <i>New employee's job</i> | | | |
| Explain it fully, how it fits in the organisation and work practices | | | |
| Outline expected performance and how it will be assessed | | | |

| | | | |
|---|--|--|--|
| Training | | | |
| | | | |
| <i>New employee's terms and conditions of employment</i> Run through... | | | |
| them to ensure they understand and have them in writing | | | |
| This includes details of any probationary period | | | |
| ... and hours, breaks, holidays and when they will get paid | | | |
| Pension information | | | |

| | | | |
|--|--|--|--|
| <p>The organisation's important rules on:</p> <ul style="list-style-type: none"> · job performance · discipline · absence, including because of illness and sick pay · complaints against staff, such as bullying and harassment <p>Also say where more details can be found</p> | | | |
| <p>Other important rules such as use of the company internet, email and phones</p> | | | |
| <p>Periods of notice</p> | | | |
| <p>Maternity/paternity/parental leave/shared parental provisions</p> | | | |
| <p>Details such as dress code, parking, smoking</p> | | | |

| | | | |
|---|-----------------------|-------------|--------------|
| Complete documentation on new employee's appointment for their personal file to be kept securely | | | |
| Health & safety Detailed training on health & safety in the organisation | | | |
| First month | Carried out by | Date | Notes |
| The organisation's commitment to being an equal opportunities employer | | | |
| | | | |
| Towards the end of four weeks, an informal meeting with the line manager to assess how the new starter is adjusting to their role, and whether they have any particular coaching or training needs, or other concerns | | | |

| At three months | Carried out by | Date | Notes |
|---|----------------|------|-------|
| <p>Review with the line manager how the new starter is settling in and performing</p> <p>This is also an opportunity to pinpoint any development needs, set timescales for achieving them and adjust work targets if required</p> | | | |

| At six months | Carried out by | Date | Notes |
|---|----------------|------|-------|
| <p>If the new employee is on probation, then it's decision time – will they stay or go?</p> <p>If they're staying, it's time for the line manager to look to the next six months, any new work objectives, and any experience, coaching or training needs</p> | | | |
| At 12 months | Carried out by | Date | Notes |

| | | | |
|--|--|--|--|
| Ask the employee for feedback on their induction – what worked well? What could be improved? | | | |
|--|--|--|--|